

Department of Employee Trust Funds
LOCAL HEALTH INSURANCE ADMINISTRATION MANUAL

CHAPTER 12 — AUTOMATED MONTHLY REPORTING

This chapter is for employers who have elected to submit health
Insurance reports to ETF via diskette.

Future Automated Health Insurance Reporting Application

As part of an initiative to fully automate the health insurance enrollment process and premium payment system in the future, ETF hopes to unveil a new Automated Health Insurance Reporting Application. The new application is likely to be Web based and, unlike the current application, should operate on all recent and future Windows platforms. In addition, and also in contrast to the current reporting application, ETF will provide a full range of tech support for the new application. However, it must be noted that an updated application is still in the early design stage, the extent of the automation is unknown at this time, and the actual rollout date remains uncertain.

It is also possible that rising health care costs may lead to contractual or legislative changes to the health insurance program requiring new premium structures and reporting requirements beyond the functionality of the current application. With this in mind, ETF plans to issue annual update diskettes for the current application until a new reporting system is available or until health insurance reporting requirements outstrip the features of the current application. Consequently, ETF may not be able to provide updates to the current application in Plan Year 2006 or 2007 if a new reporting system is not available at that time. In the event ETF is unable to provide a replacement system before suspension of the current Automated Health Insurance Reporting Application, we will make every attempt to provide as much notice as possible to allow you time to develop an internal process.

ETF is excited to begin the challenge of review and redesign of the existing health process with an eye toward more efficient enrollment and simplified monthly premium reporting. ETF will continue to communicate the progress of any changes to the existing health process to all employers participating in the Group Health Insurance Program.

This application was developed for use on a stand-alone, IBM-Compatible personal computer, running Microsoft Windows 3.1 or Windows for Workgroups 3.11, in standard VGA mode (640 x 480 pixels, 256 colors), with at least 8 MB of RAM and at least 25 MB of space available on drive C. While the application can be run in different environments, such as Microsoft Windows 95, Windows NT 3.51 or 4.0, IBM OS/2 Warp, or running Windows installed on a network, it may be more difficult to install and maintain without expert assistance.

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1201 Introduction

This system was designed to provide employers with an efficient means of reporting the activity of employees participating in the Group Health Insurance Program. In addition, this system has been developed to assist employers in the integration of reporting and financial systems. Use of this automated system enables the Department of Employee Trust Funds to develop and maintain an accurate and up-to-date database that ensures that employees receive their desired health insurance coverage upon request.

Employers continue to receive samples of any form revisions, as well as the yearly premium and carrier Summary and Monthly Coverage Report updates. On an annual basis, employers receive a diskette containing the next year's carrier and premium changes.

All Carrier Advance Registration Copies of Health Insurance Applications and the Carrier Copies of the Health Insurance Information Change and Transfer forms should be submitted to ETF as soon as possible prior to the anticipated effective date. This enables ETF to pre-audit enrollment data prior to the effective date which decreases the number of premium adjustments made. In addition, once this information is entered into the database it will be used to verify the number and type of contracts reported for each carrier.

1202 Install Procedures

- A. Instructions for installing the application on a stand-alone PC running Windows 3.1 or Windows for Workgroups 3.11.
 - 1. Start Windows and close all other applications except the program manager.
 - 2. Insert **Disk 1** into drive A (or drive B).
 - 3. Choose **Run** from the **File** menu in the Windows Program Manager.
 - 4. Type **a:\setup** (or **b:\setup**) then choose **OK**.
 - 5. A screen will display asking whether to install or uninstall the program. Choose **Next**.
 - 6. A screen will display showing the setup options. Choose **Next**.
 - 7. Check the box in front of "ETF Health Reports." Choose **Next**.
 - 8. Follow the directions on the screen to load the remaining program diskettes.

9. After choosing **Finish** at the end of the set-up procedure, remove the last diskette from the drive. Store the diskettes in a safe place.
- B. Instructions for installing the application on a stand-alone PC running Windows 95.
1. Insert **Disk 1** into drive A (or drive B).
 2. Click on **Start**.
 3. Choose **Run**.
 4. Type **a:\setup** (or **b:\setup**) then choose **OK**.
 5. A screen will be displayed asking whether to install or uninstall the program. Choose **Next**.
 6. A screen will display showing the setup options. Choose **Next**.
 7. Check the box in front of "ETF Health Reports." Choose **Next**.
 8. Follow the directions on the screen to load the remaining program diskettes.
 9. After choosing **Finish** at the end of the set-up procedure, remove the last diskette from the drive. Store the diskettes in a safe place.
- C. Instructions for installing the application on a PC running Windows NT 3.51 or 4.0, IBM OS/2 Warp, or running Windows from a network.

Contact ETF, Division of Trust Finance and Employer Services, Financial Operations Section, for specific instructions for loading the application on computer. The files must be loaded to different directories than the default directories in the program. Additionally, changes must be to the ODBC.INI file and to the properties of the application icons.

1203 Reporting to ETF

- A. On or before 4:30 p.m. of the designated due date, usually the 20th of the month preceding the coverage effective date, submit the following:
1. Payment and/or applicable payment documentation. Employers who elect to utilize the Premium Payment Screen, will not need to submit a photocopy of the check or a check stub. Otherwise, include a photocopy of the check and check stub.
 2. Paper copies of the following Reports until ETF begins electronic reporting to the carriers:
NOTE: Samples and explanations of these Reports are included in Subchapter 1216.
 - a. The "Local Health Insurance - Individual Carriers" generated for each carrier for whom contracts have been identified.
 - b. The "Local Health Insurance – Adjustments." The Carrier plies of the Health Insurance Applications should be attached to the Adjustment Report(s).
 - c. The "Local Health Insurance - Standard Totals," gives the total employee/employer share and the adjustment amount of the premiums collected for all contracts administered by ETF's ASO Contractor.
 - d. The "Local Health Insurance - Alternate Totals," gives the total employee/employer share and the adjustment amount of the premiums collected for all HMO Contracts reported.
 - e. The "Local Health Insurance - Grand Totals."
NOTE: If you are also reporting Contracts for Employer Paid Annuitants, you

will also need to generate the following Reports:

- f. The "Local Employer Paid Annuitant Health Insurance - Individual Carriers" generated for each Carrier for whom Contracts have been identified.
 - g. The "Local Employer Paid Annuitant Health Insurance – Adjustments." The carrier plies of the Health Insurance Applications should be attached to the Adjustment Report(s).
 - h. The "Local Employer Paid Annuitant Health Insurance - Alternate Totals." gives the total employee/employer share and the adjustment amount of the premiums collected for all HMO Contracts reported.
 - i. The "Local Employer Paid Annuitant Health Insurance - Standard Totals." gives the total employee/employer share and the adjustment amount of the premiums collected for all contracts administered by ETF's ASO Contractor.
 - j. The "Local Employer Paid Annuitant Health Insurance - Grand Totals."
3. The ETF plies of forms used in reporting any contract changes.
- B. Technical questions about the Automated Monthly Health Insurance Reporting System can be directed to ETF staff at (608) 266-0728. Questions concerning how to generate monthly health insurance reports using the Automated Monthly Health Insurance Reporting System can be directed to ETF staff at (608) 266-2737.

1204 A Few Tips Before Beginning

- A. Data must be entered in either the **white areas** of the Coverage Entry Screen or the **shaded areas** of the Adjustment or Premium Payment Entry Screen.
- B. Menu Options are accessed by using either the Mouse or by pressing the **Ctrl** key and the **first letter** of the **Option** selected.

EXAMPLE: To activate the Print Option, hold down the **Ctrl** key while pressing **p**.

- C. Function Buttons identified within this application can be accessed by using either the Mouse or by pressing the **Alt** key and the **first letter** of the **Function** selected.

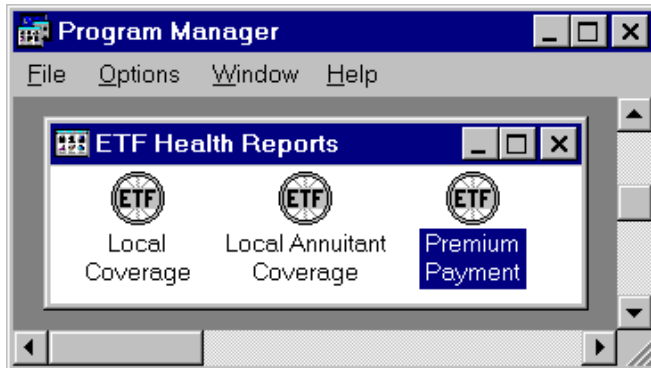
EXAMPLE: To activate the Adjustment Function (Alt Button) from the Coverage Entry Screen, hold down the **Alt** key while pressing **a**.
To activate the Return Function (Return Button) in the Adjustment Entry Screen, hold down the **Alt** key while pressing **r**.

- D. To return to a previous data entry field, hold down the **Shift** key while pressing the **Tab** key.
- E. After data has been entered on a screen, **SAVE** that data before going to the next screen.
1. **SAVE** after entering each record within the Adjustment Entry Screen.
 2. **SAVE** each updated Coverage Entry Screen by clicking on the **Save** function in the Menu Bar.

- F. Do not rely on these instructions or the Application Diskettes to answer questions concerning enrollment, eligibility requirements or procedures.

1205 Icons

As a Local Employer, the following Icons will automatically appear once this Application has been installed: The Local Coverage Icon, the Local Annuitant Coverage Icon, and the Premium Payment Icon.



ETF Automated Monthly Health Insurance Reporting System.

- | | |
|---------------------------------|---|
| Local Coverage | Opens the Coverage Entry Screen and allows entry of the monthly coverage information by carrier for your current employees. |
| Local Annuitant Coverage | Opens the Coverage Entry Screen and allows entry of the monthly coverage information by carrier for your retired employees whose health insurance coverage is being paid from accumulated sick leave. |

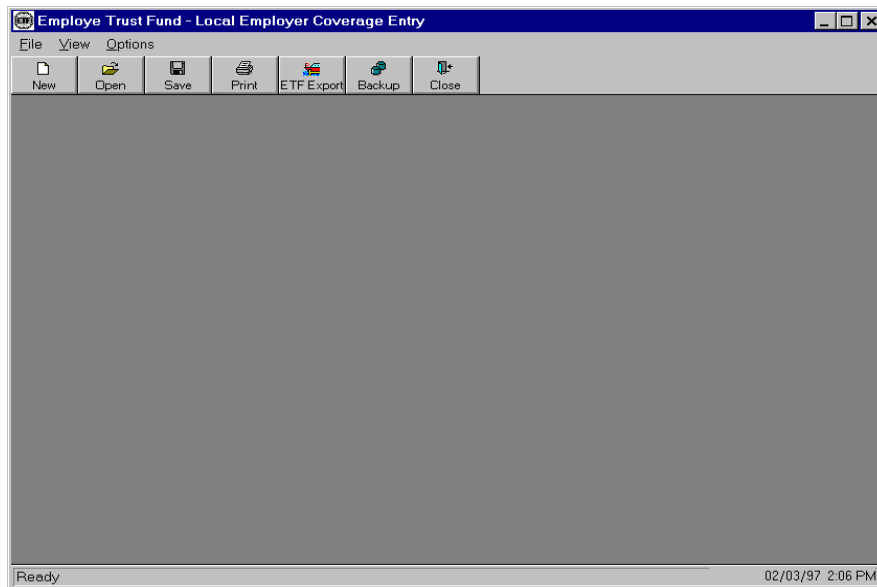
If you do not report Local Employer Paid Annuitant Contracts, this icon can be deleted. To delete this icon, single click on the Local Annuitant Coverage icon (which will highlight the icon). Press **Delete**. A window will pop up asking if you are sure that you want to delete the item. Press **Enter**.

NOTE: Contracts for your current employees cannot be entered in this icon.

- | | |
|------------------------|---|
| Premium Payment | Opens the Payment Entry Screen and allows entry of payment information associated with the designated Monthly Coverage Reports. |
|------------------------|---|

1206 Main Screen

After you have collected and audited all of the health insurance data for the month, you will want to begin entering the individual Carrier information into the Automated Health Insurance Reporting Application. Coverage information will have to be entered separately for your current employees and your retired (employer paid annuitants) employees (**See Subchapters 1207 and 1208**). Once you have double clicked on the Local Coverage Icon the following **Main Screen** will appear.



The Main Menu for Local Health Coverage Entry System

Menu names on the menu bar:

File New, Open, Delete, Close, Print, and Save commands.

View Toolbars and Date and Time commands.

Options Roll Forward, Import Master File, ETF Export, Import Employer Data, and Backup commands.

The following is a brief description of the commands found under each of the menu bar names listed above.

File, New Also accessed by clicking **New** on the button bar. If **New** is selected data must be entered into the following fields: Coverage Month, Coverage Year, EIN, Agency No., Group No. and Carrier Suffix.

File, Open Also accessed by clicking **Open** on the button bar. If **Open** is selected, a Pop-Up Window will appear indicating the Coverage Month, the current Coverage Year, EIN, Agency No. and Group No. of previous reporting months. (See the Subchapter 610 for a description of this Pop-Up Window.)

File, Delete Deletes the current record shown on the Coverage Entry screen. If no record is showing, none is deleted. To delete all of the records for a given Coverage Month, each carrier must be displayed and deleted, one at a time.

File, Close Also accessed by clicking **Close** on the button bar. Closes the Automated

Health Insurance program. Any changes to the screen must be saved before closing, otherwise, the changes will be lost.

File, Print Also accessed by clicking **Print** on the button bar. Opens the Print screen. (The **Print** command will be discussed later.)

File, Save Also accessed by clicking **Save** on the button bar. Saves all changes in the Coverage Entry screen. When the **Save** command is activated, a beep can be heard, and the message "Record Saved" is briefly displayed in the lower, left corner of the program screen.

View, Toolbars Allows the toolbar (the buttons below the menu bar) to be moved to other areas on the screen; or remove it from view completely.

View, Date and Time Removes the date and time display from the lower, right corner of the screen. It will re-appear when clicked on again.

Options, Roll Forward Creates the coverage entry screens for each carrier for next month's reports. The contract counts and employer/employee splits are carried forward automatically.

Options, Import Master Files Used to import new carrier names, new carrier rates, and/or new employer names into the application. Detailed instructions will accompany the diskette containing the update information.

Options, ETF Export Also accessed by clicking **ETF Export** on the button bar. Exports data for a given coverage month and year to a floppy disk. Two files are created: **loc_cov.dbf** and **loc_adj.dbf**.

Options, Import Employer Data May be used by employers with more than one agency number or group number. Imports health insurance data from a floppy disk containing the files created by the **ETF Export** function.

Options, Backup Backs up and reorganizes two files containing the health insurance database information: **etf.db** and **etf.log**. A copy of these files is placed in the root directory of drive C.

1207 Coverage Entry Screen for Active Employees

Employee Trust Fund - Local Employer Coverage Entry

File View Options

New Open Save Print ETF Export Backup Close

Local Employer Health Insurance Coverage Entry

Coverage Month: Coverage Year: EIN: Agency No. Group No. Employer Name: Next Prev Adj

Carrier Suffix: Carrier Name:

Contracts Single Family

Last Month:		
Additions:		
Deletions:		
Changes To:		
Changes From:		
Total:		
Prem Amounts:		

Prem Sub Total: Adjustment: Total Contracts: Employee Share: Employer Share: Total:

Grand Total: Total Remit:

Ready 02/03/97 2:14 PM

This screen allows users to enter/edit/print Coverage records.

Buttons:

- Next** Selects the next Coverage Entry Screen containing data for a particular carrier which had been entered and saved. If the **Next** Button is not used to select the next carrier's Coverage Entry Screen, that button will become disabled until the Coverage Month is again accessed through the Coverage Pop-up Window.
- Prev** Selects the previous Coverage Entry Screen containing the data for a particular carrier which had been entered and saved. If the **Prev** (Previous) Button is not used to select the previous carrier's Coverage Entry Screen, that button will become disabled until the Coverage Month is again accessed through the Coverage Pop-up Window.
- Adj** Opens the Adjustment Screen.

Fields:

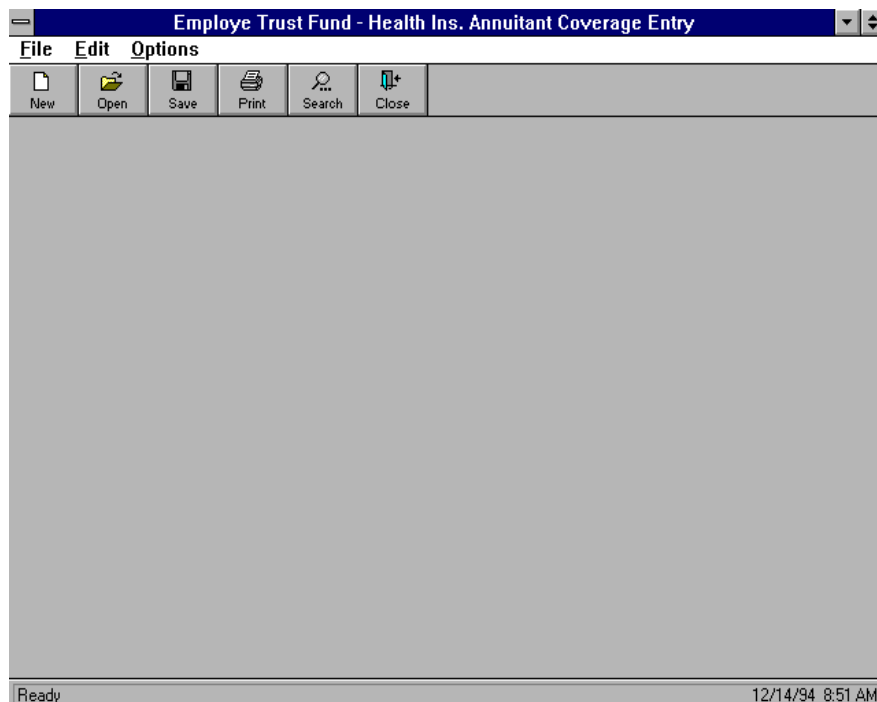
Coverage Month	Required	Insert the Coverage month (01-12), then press ENTER .
Coverage Year	Required	Insert the Coverage year (YYYY), then press ENTER .
EIN	Required	Insert the last seven digits of your Employer Identification Number (EIN). If your EIN is 69-036-1234-000, type 1234000, then press ENTER .
Agency No.	Required	Insert your six-digit Agency number, and press ENTER .
Group No.	Required	Insert your five-digit Group Number, and press ENTER .
Employer Name	Displayed	Corresponds to the inserted EIN .
Carrier Suffix	Required	Insert the applicable carrier code, and press the TAB key.
Carrier Name	Displayed	Corresponds to the inserted Carrier Suffix .
Sngl Last MT	Required	Total of last month's Single Contracts.
Sngl Adds	Displayed	Total of Single Contracts entered as Additions on the Coverage Entry Adjustment Screen.
Sngl Dels	Displayed	Total of Single Contracts entered as Deletions on the Coverage Entry Adjustment Screen.
Sngl Chgs To	Displayed	Total of Single Contracts entered as Changes To on the Coverage Entry Adjustment Screen.
Sngl Chgs From	Displayed	Total of Single Contracts entered as Changes From on the Coverage Entry Adjustment Screen.
Sngl Total	Displayed	Total Single Contracts. (Once SAVED and the Roll Forward Function activated, this <u>Total</u> will become the next month's beginning Contracts.)
Sngl Prem Amts	Displayed	Total premiums reported for Single Contracts.
Fmly Last MT	Required	Total of last month's Family Contracts.
Fmly Adds	Displayed	Total of Family Contracts entered as Additions on the Coverage Entry Adjustment Screen.

Fmly Dels	Displayed	Total of Family Contracts entered as Deletions on the Coverage Entry Adjustment Screen.
Fmly Chgs To	Displayed	Total of Family Contracts entered as Changes To on the Coverage Entry Adjustment Screen
Fmly Chgs From	Displayed	Total of Family Contracts entered as Changes From on the Coverage Entry Adjustment Screen
Fmly Total	Displayed	Total Family Contracts. (Once SAVE and the Roll Forward Function activated, this Total will become the next month's beginning Contracts.)
Fmly Prem Amts	Displayed	Total premiums for Family Contracts reported for the designated Coverage Month.
Prem Sub Total	Displayed	Sub-Total of this Carrier's premium amount.
Adjustment	Displayed	Total Premium Adjustment amount for this Carrier for the designated Coverage Month.
Total Contracts	Displayed	Total of Contracts reported for this Carrier for the designated Coverage Month.
Employee Share	Required	Insert the Total Employee Share for the Contracts reported for the designated Coverage Month for this Carrier. This amount should include the Employee Share of any Adjustments reported for this Carrier for the designated Coverage Month.
Employer Share	Required	Insert the Total Employer Share for the Contracts reported for the designated Coverage Month for this Carrier. This amount should include the Employer Share of any Adjustments reported for this Carrier for the designated Coverage Month.
Total	Displayed	Sum of Employer and Employee Share amounts, including the Adjustment amounts for this Carrier for the designated Coverage Month.
	NOTE:	If this Total does not equal of the sum of the inserted Employee and Employer Shares, a warning will appear.
Grand Total	Displayed	Accumulated total of Contracts reported for the designated Coverage Month.
Total Remit	Displayed	Total amount payable to ETF for all reported Health Insurance Contracts for the designated Coverage Month.

1208 Coverage Entry Screen for Employer-Paid Annuitants

- A. If you report Coverage for your retired employees who are classified as Employer-Paid Annuitants, those Contracts must be entered by accessing the Local Annuitant Coverage Icon. *Double Click* on the Local Annuitant Coverage Icon. The following Main Menu will appear. The menu names on the menu bar are the same as used for active employees in Subchapter 1207.

This application was developed for use on a stand-alone, IBM-Compatible personal computer, running Microsoft Windows 3.1 or Windows for Workgroups 3.11, in standard VGA mode (640 x 480 pixels, 256 colors), with at least 8 MB of RAM and at least 25 MB of space available on drive C. While the application can be run in different environments, such as Microsoft Windows 95, Windows NT 3.51 or 4.0, IBM OS/2 Warp, or running Windows installed on a network, it may be more difficult to install and maintain without expert assistance.



- B. The following Screen allows employers to enter/edit/print Coverage information for retired employees who are classified as Employer Paid Annuitants.
NOTE: Retired employees health insurance premium rates may be at the Medicare Rate in the event the annuitant is eligible for Medicare. (**See Subchapter 606 entitled Employer Paid Annuitant Medicare Reporting Requirements.**) If a retired employee is not eligible for Medicare, their Contract information should be entered as either **Single Coverage** or **Family Coverage**.
- C. Double clicking on either **New** or **Open** will activate a **Coverage Entry Screen**.

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Employee Trust Fund - Health Ins. Local Annuitant Coverage Entry

File View Options

New Open Save Print ETF Export Backup Close

Health Insurance Local Annuitant Coverage Entry

Coverage Month: 10 Coverage Year: 1996

EIN: 4379000 Agency No.: 604379 Group No.: 74379

Employer Name: MONONA GROVE SCHOOL DIST

Next Prev Adj

Carrier Suffix: 15 Carrier Name: DEANCARE

	Single	Family	Med 1 Sngl	Med 2 Fmly	Med 1 Fmly
Last Month:	4	7	2	4	1
Additions:	1	3	0	0	0
Deletions:	0	0	0	0	0
Changes To:	0	0	0	0	0
Changes From:	0	0	0	0	0
Total:	5	10	2	4	1
Prem Amounts:	861.60	4288.60	259.12	1031.28	300.58

Prem Sub Total: 6741.18 Adjustment: 0.00 Total Contracts: 22

Employer Share: 0.00 Employer Share: 6741.18 Total: 6741.18

Grand Total: 47 Total Remit: 15700.37

Ready 02/03/97 3:04 PM

This screen allows users to enter/edit/print coverage reports

The Buttons and Fields in Subchapter 1207 are the same for Annuitants. In addition, the following fields appear:

Fields:

Med 1 Sngl Last MT	Required	Total of last month's Med 1 Single Contracts.
Med 1 Sngl Adds	Displayed	Total number of Med 1 Single Contracts entered as additions on the Adjustment Entry Screen.
Med 1 Sngl Dels	Displayed	Total number of Med 1 Single Contracts entered as deletions on the Adjustment Entry Screen.
Med 1 Sngl Chgs To	Displayed	Total number of Med 1 Single Contracts entered as Change To on the Coverage Entry Adjustment Screen.
Med 1 Sngl Chgs From	Displayed	Total number of Med 1 Single Contracts entered as Changes From on the Coverage Entry Adjustment Screen.

Med 1 Sngl Total	Displayed	Total number of Med 1 Single Contracts. Once SAVED and the Roll Forward Function activated, this Total will become the next month's beginning Contracts.
Med 1 Sngl Prem Amt	Displayed	Total premiums for Med 1 Single Contracts.
Med 2 Fmly Last MT	Required	Total number of last month's Med 2 Family Contracts.
Med 2 Fmly Adds	Displayed	Total number of Med 2 Family Contracts entered as additions on the Coverage Entry Adjustment Entry Screen.
Med 2 Fmly Dels	Displayed	Total number of Med 2 Family Contracts entered as deletions on the Adjustment Entry Screen.
Med 2 Fmly Chgs To	Displayed	Total number of Med 2 Family Contracts entered as Changes To on the Adjustment Entry Screen.
Med 2 Fmly Chgs From	Displayed	Total number of Med 2 Family Contracts entered as Changes From on the Adjustment Entry Screen.
Med 2 Fmly Total	Displayed	Total number of Med 2 Family Contracts. Once SAVED and the Roll Forward Function activated, this Total will become the next month's beginning Contracts.
Med 2 Fmly Prem Amt	Displayed	Total premiums for Med 2 Family Contracts.
Med 1 Fmly Last MT	Required	Total of last month's Med 1 Family Contracts.
Med 1 Fmly Adds	Displayed	Total number of Me 1 Family Contracts entered as additions on the Adjustment Entry Screen.
Med 1 Fmly Dels	Displayed	Total number of Med 1 Family Contracts entered as deletions on the Adjustment Entry Screen.
Med 1 Fmly Chgs To	Displayed	Total number of Med 1 Family Contracts entered as Changes To on the Adjustment Entry Screen.
Med 1 Fmly Chgs From	Displayed	Total number of Med 1 Family Contracts entered as Changes From on the Adjustment Entry Screen.
Med 1 Fmly Total	Displayed	Total of Med 1 Family Contracts. Once SAVED and the Roll Forward Function activated. This Total will become the next month's beginning Contracts.

Med 1 Fmly Displayed Total premiums for Med 1 Family Contracts.
Prem Amt

1209 Coverage Entry Adjustment Screen for Active and Retired Employees

Adjustment Type	Enroll Type	Employee Type	Soc Sec Number	Effective Date	Old Contract	New Contract
Add	0	0	123-45-6789	09/30/96	0	2
00/00	00/00	0	Peach, Amy E.			
Add	0	0	234-56-7890	09/30/96	0	2
00/00	00/00	0	Apple, Jonathon C.			

Add Total	Delete Total	Change To Total	Change From Total	Adj. Total
4	0	0	0	0.00

This Screen allows users to enter or edit Adjustment records (Add, Change, Delete or Premium Only).

Buttons:

- Insert** Opens fields to allow data-entry of adjustment information. A highlighted area and a Pull Down Arrow will automatically appear at the Adjustment Type field where your first entry must occur.
- Delete** Deletes the entire selected adjustment record.
- Save** Saves all adjustment records. A prompt will occur indicating that the information has been saved. This **Save** function pertains to the Save Button which is located between the **Delete** and **Return** Buttons.
- Return** Returns to the Coverage Entry Screen and updates the Coverage Counts and Total amounts.

Fields:

Employer Name Displayed Employer Name.

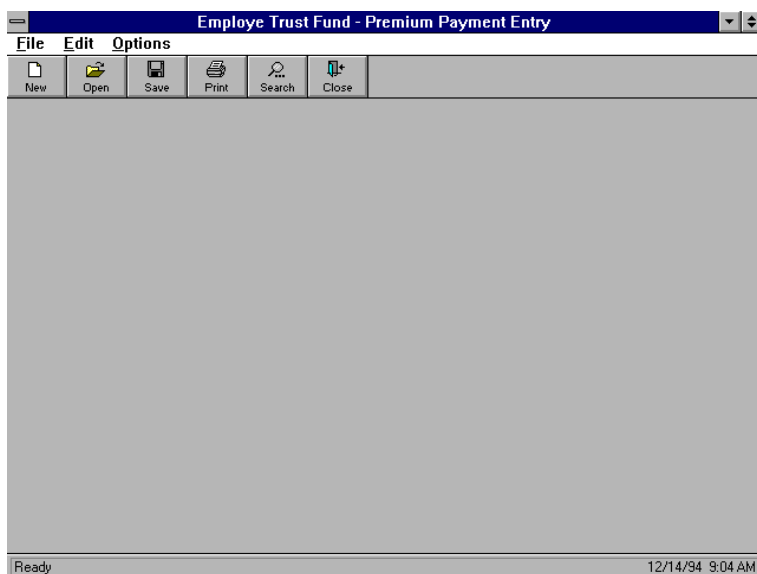
Carrier Name	Displayed	Carrier Name.
Adjustment Type	Required	<p>Type a valid Adjustment Type, or click on the Pull Down Arrow to display applicable Adjustment Types via a Pull Down Window. (Only the codes appear; there was not ample room to include the descriptions.) Once the Adjustment Type has been typed, press the TAB key to proceed to the next data-entry field.</p> <p>Additions can be identified by an A. The <i>Hire</i> or <i>Rehire</i> Date must be typed in the Comment section. Changes To and From can be identified by a C. Deletions can be identified by a D. The <i>Date of Birth</i> must be typed in the Comments section. Premium Only adjustments can be identified by a P.</p> <p>NOTE: Premium Only Adjustments will be automatically carried to succeeding months if the Roll Forward Option is instituted. (Refer to Subchapter 614 for a description of the Roll Forward Option.) The other Adjustment Types must be entered on a monthly basis.</p>
Enroll Type	Required	
Employee Type	Required	<p>Insert a valid Employee Type, or click on the Pull Down Arrow to display applicable Employee Types via a Pull Down Window. (Only the codes appear; there was not ample room to include the descriptions.) Once the Employee Type has been inserted, press the TAB key to proceed to the next data-entry field.</p>
Soc Sec Number	Required	<p>Insert the employee's Social Security Number <u>without dashes</u>, and press the TAB key to proceed to the next data-entry field.</p>
Effective Date	Required	<p>Insert the Effective Date <u>without slash marks</u> for the indicated Adjustment Type. Dates must be entered as follows: MMDDYY. Once the Effective Date has been entered, press the TAB key to proceed to the next data-entry field.</p>
Old Contract	Required	<p>Insert the Old Contract Type Code in the case of a Change and/or Deletion Adjustment Entry. In the case of an Addition Adjustment Entry, a "0" will automatically appear in the Old Contract field.</p> <p>Insert an Old Contract Code or click on the Pull Down Arrow to display applicable Contract Types via a Pull Down Window. (Only the codes appear; there was not ample room to include the descriptions.) Once the Old Contract Type Code has been inserted, press the TAB key.</p>

New Contract	Required	<p>Insert the New Contract Type Code in the case of a Change and/or Addition Adjustment Entry. In the case of a Deletion Adjustment Entry, a "0" will automatically appear in the New Contract Type field.</p> <p>Insert a New Contract Type or click on the Pull Down Arrow to display applicable Contract Types via a Pull Down Window. (Only the codes appear; there was not ample room to include descriptions.) Once the New Contract Type Code has been inserted, press the TAB key to proceed to the next data-entry field.</p>
Premium Adj Begin MT	Required	<p>(Used only if the adjustment starts before the current month.) Insert the Adjustment Begin Month, and Year in the following format: MM/YY. <u>The slash will automatically appear.</u> If the Adjustment is only for the current month, insert the month and year in this field and TAB through the Premium Adjustment End Month field.</p>
Premium Adj End MT	Required	<p>(Used only if the adjustment starts before the current month, and the adjustment is for more than one month.) Insert the Adjustment End Month, and year in the following format: MM/YY. <u>The slash will automatically appear.</u></p>
Premium Adj Amount	Required	<p>Insert any premium adjustment amounts. (The default is zero.) <u>When reporting a credit amount, a negative sign must appear first.</u> For example, a refund would appear as "-192.14".</p>
Comments	Required	<p>Used to include the subscriber's name (type Last name, first initial), explanation of premium only adjustments, or information pertaining to spouse-to-spouse transfers, Additions and Deletions.</p> <p><u>If the Adjustment is an Addition Adjustment Entry, insert the Hire or Rehire Date. If the adjustment is a Deletion Adjustment Entry, insert the Birthdate in this field.</u></p>
Add Total	Displayed	Total number of Contracts indicated as Additions.
Delete Total	Displayed	Total number of Contracts indicated as Deletions.
Change To Total	Displayed	Total number of Contracts indicated as Changed To.
Change From Total	Displayed	Total number of Contracts indicated as Changed From.

Adj. Total	Displayed	Total dollar amount of all Adjustment Entries in which premium adjustments were entered.
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1210 Entering Payment Information

- A. Select the Premium Payment Icon in Program Manager - [ETF Health Reports] to open the Premium Payment Entry Screen and allow entry of payment information associated with the designated Monthly Coverage Reports.
- B. The Main Menu for the Premium Payment Entry System is activated.



Menu names on the menu bar:

- | | |
|----------------|---|
| File | New, Open, Delete, Close, Print, and Save commands. |
| View | Toolbars and Date and Time commands. |
| Options | Export Payment Data, Import Master Files, and Backup commands. |

The following is a brief description of the commands found under each of the menu bar names listed above.

- | | |
|----------------------|--|
| File, New... | Also accessed by clicking New on the button bar. Opens the Premium Payment Entry screen and allows entry of new records. Used when an employer first begins using the automated system for detailing premium payment information. |
| File, Open... | Also accessed by clicking Open on the button bar. If Open is selected, a Pop-Up Window will appear indicating the Coverage Month, the current Coverage Year, EIN, Agency No. and Group No. of previous reporting |

months. (See E. of this Subchapter for a description of the Pop-Up Window.)

File, Delete	Deletes the current record shown on the Premium Payment Entry screen. If no record is showing, none is deleted.
File, Close	Also accessed by clicking Close on the button bar. Closes the Premium Payment Entry System program. Any changes to the screen must be saved before closing, otherwise, the changes will be lost.
File, Print...	Also accessed by clicking Print on the button bar. Opens the Print screen. (See Subchapter 1212 on Print a complete description.)
File, Save	Also accessed by clicking Save on the button bar. Saves all changes in the Premium Payment Entry screen. When the Save command is activated, a beep can be heard, and the message "Record saved" is briefly displayed in the lower, left corner of the program screen.
View, Toolbars	Allows the tool bar (the buttons below the menu bar) to be moved to other areas on the screen, or even remove it from view completely.
View, Date and Time	Removes the date and time display from the lower, right corner of the screen. It will re-appear when clicked on again.
Options, Export Payment Data	Also accessed by clicking ETF Export on the button bar. Exports data for a given coverage month and year to a floppy disk. One file is created: payment.dat . (See Subchapter 1211 on Export for a complete description.)
Options, Import Master Files	Used to import new carrier names, new carrier rates, and/or new employer names into the application. Detailed instructions will accompany the diskette containing the update information.
Options, Backup	Backs up and reorganizes two files containing the health insurance database information: etf.db and etf.log . A copy of these files is placed in the root directory of drive C.

C. Premium Payment Entry Screen

Employee Trust Fund - Premium Payment Entry

File Edit Options

New Open Save Print Search Close

Premium Payment Entry

Coverage Month: 12 Coverage Year: 1994

EIN: 0397 Agency No. 600397 Group No. 70397

Employer Name: MONONA, CITY

Transaction Date	Transaction Code	Transaction Agency Number	Identification Number
12/14/94	Check	1234	1234
1234	1234.00	Memo	

Remit Totals: 1234.00

Insert Delete Save

Ready 12/14/94 9:07 AM

Screen allows users to enter/edit/print Premium Payment records.

Buttons:

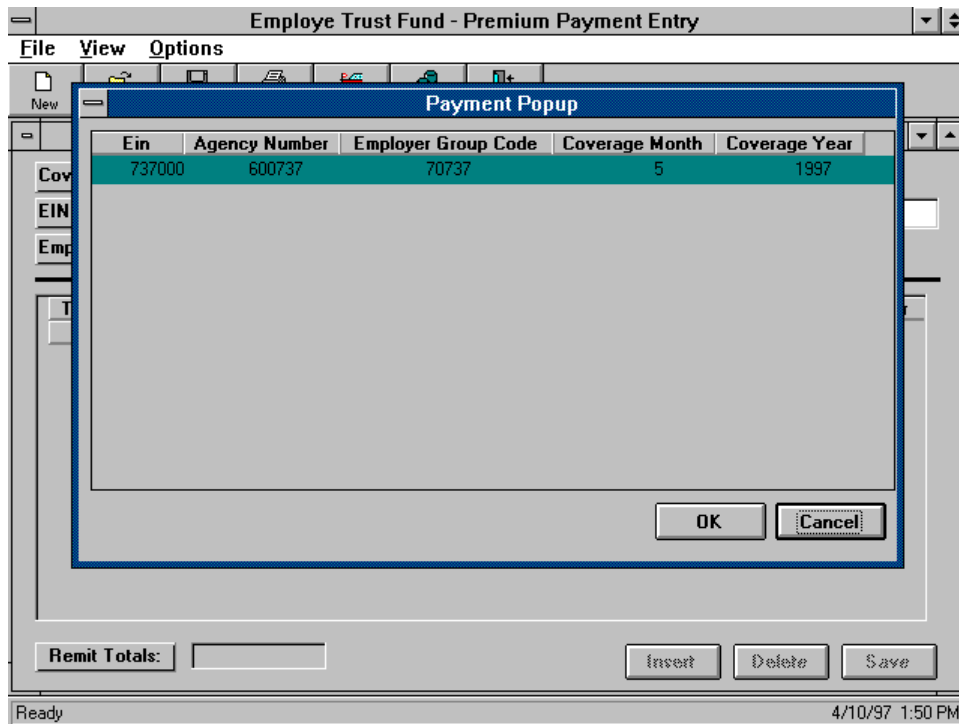
- Insert** Inserts a blank record and allows users to fill in the empty fields with premium payment information.
- Delete** Removes the entire record from the database. Click anywhere between the fields of the record to highlight the entire record. Click the **Delete** button to remove the record.
- Save** Saves keyed records to the database. Click on the **Save** button after each new record is added, and after making changes to any existing records. Save the current record before starting to work on a different record.

Fields:

- Coverage Month** Required Insert the Coverage month (01-12), then press **ENTER**.
- Coverage Year** Required Insert the Coverage year (YYYY), then press **ENTER**.
- EIN** Required Insert the last seven digits of your Employer Identification Number (EIN). If your EIN is 69-036-1234-000 type 1234000, then press **ENTER**.

Agency No.	Required	Insert your six-digit Agency number, and press ENTER .
Group No.	Required	Insert your five-digit Group number, and press ENTER .
Employer Name	Displayed	Corresponds to the inserted EIN.
Transaction Date	Required	Enter the Transaction date of your choice. Dates must be entered as follows: MMDDYY. Do not enter the slashes. They will automatically appear.
Transaction Code	Required	Enter a Transaction code of your choice (i.e. check, payment voucher, etc.).
Trans. Agcy. Num.	Required	Enter your internal Transaction Agency number.
Identification Num.	Not Required	Enter your transaction Identification number (i.e., Check number, voucher number, etc.).
Batch Number	Not Required	Enter a Batch number, if applicable.
Payment Amount	Required	Enter the Total Payment amount.
Memo	Not Required	Enter a description of the payment.
Remit Total	Displayed	Carries forth the Remit Total of all of the Coverage Entry screens for the designated Coverage Month.

- D. **Premium Payment Pop-Up Window** allows users to scroll through existing Premium Payment Records, highlighting the Record to be selected for entry or viewing.



*The Payment Pop-Up Window is activated when clicking on the **Open** Button in the **Main Menu** of the Premium Payment Entry System.*

Buttons:

- | | |
|---------------|---|
| Arrows | Scrolls the Records forward or backward in EIN numerical order. |
| OK | Opens the highlighted Records. |
| Cancel | Exits the Payment Pop-Up Window. |

1211 Export

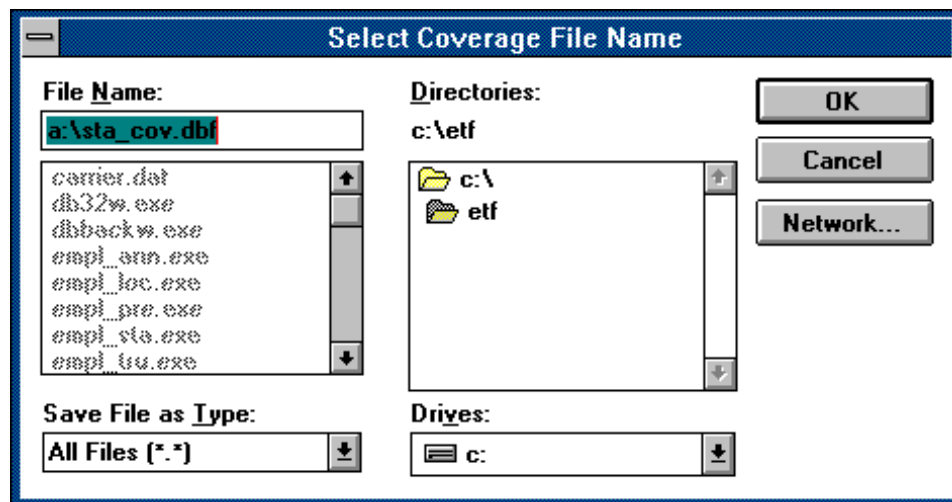
- A. This function extracts data for the given month from the health insurance database on your PC. Two files are copied to a diskette to be submitted to ETF. Local employers with annuitants must export files from the local coverage program and the local annuitant coverage program. All four files should be exported to a single floppy disk. These files will be uploaded to ETF's Health Insurance Reporting System database.

B. To download your monthly coverage and adjustment information to a diskette for submission to ETF do the following:

1. Click on the **ETF Export button**, or select from the menu bar **Options** and select *Export*. The Export MM-YYYY Window will appear.



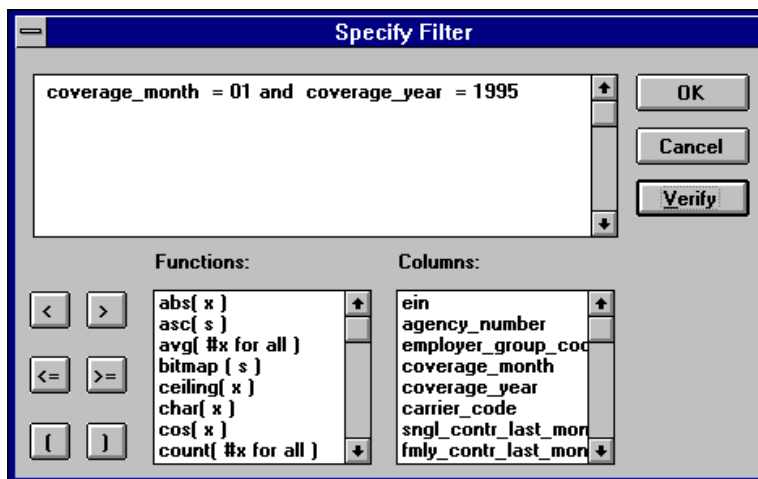
2. Insert the Coverage Month containing the data you have selected to be exported in the Export Month field using the (01-12) format, press **TAB** and insert the Export Year (YYYY), then click on **OK**.



3. Insert a diskette into drive A (1.44MB High Density [HD] formatted for IBM).
NOTE: The application automatically identifies the coverage data file **loc_cov.dat** or **loc_acov.dat** to be downloaded to drive A. Click on **OK**. The adjustment data file **loc_adj.dat** or **loc_aadj.dat** data will automatically be identified and downloaded to drive A after clicking on **OK**.
4. When the "ENTER EXPORT MM-YYYY" window disappears and the light on the Floppy Disk Drive goes out, your Monthly Coverage, Adjustment, and/or Payment information will have been copied to the diskette in drive A for delivery to ETF.
NOTE: You have the option of downloading your files to different drives and directories.

1212 Print

- A. Allows the user to select and print Coverage Reports and detailed Adjustment Reports. (Samples of these Reports are included in Subchapter 616.) The user will also be able to specify records to be printed and change the sort order. Users can view reports on-line, export the data to a file and/or print reports.
- B. To activate the **Print Function**, do the following:
1. Click on **Print** in the Menu Bar.
 2. A screen will appear that says "Report Selection." Use the Pull Down Arrow to select the Report to be printed. Once the Report has been highlighted and released it will display in the "Selected Report" field.
 3. A screen will appear which has the heading of the report selected. To be able to view the entire report, click on **Display** and select **Preview Mode**.
 4. To select specific reports to be printed:
 - a. Click on **Rows** and select **Filter**. A Pop-Up Window will appear which has the heading "Specify Filter."



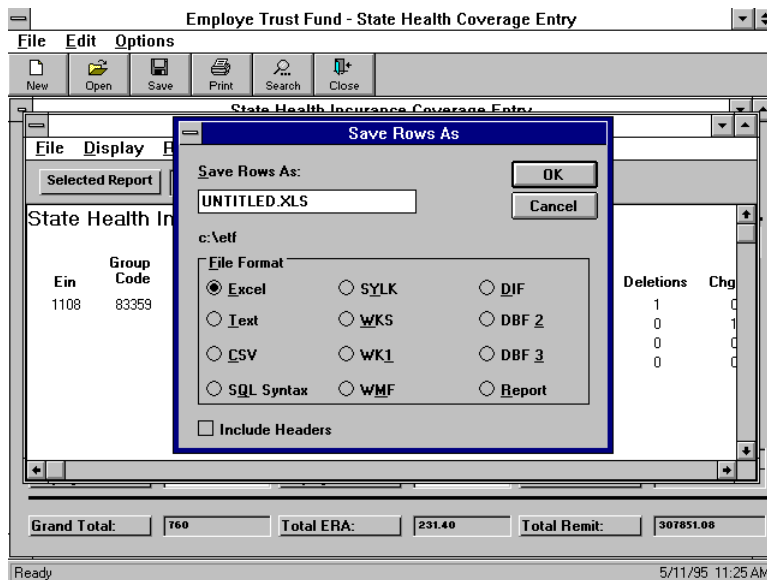
- b. Highlight and single click on the "**coverage_month**" within the Columns box. This will display within a data-entry window. Type "=" followed by the designated coverage month (**MM**). Type "**and**."
 - c. Highlight and single click on the "**coverage_year**" within the Columns box. This will also display within the data-entry window. Type "=" followed by the designated coverage year (**YYYY**).
 - d. The following should appear in the window "**coverage_month = MM and coverage_year = YYYY**". Click on **OK**.
NOTE: You can filter using any category; this is the most common.
5. **IMPORTANT:** To update the output to reflect the previously executed filtering function:
 - a. Click on **Display**.
 - b. Select **Preview Mode**.
 - c. Click on **Rows**.
 - d. Select **Retrieve**.

Completion of this process will ensure that only the information previously selected (Filtered) will be printed.

6. To execute the **Printing**, click on **File** and highlight **Print**.
7. To Close, click on **File** and highlight **Close**.

1213 Report Formatting

- A. Allows the user to save the Coverage and Adjustment information previously identified within the filtering process of the **Print Function** into a different application (i.e., Excel, Lotus, Paradox, etc.).

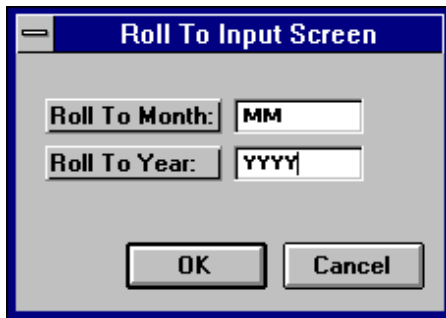


- B. To activate the **Formatting Function**, do the following:
 1. Click on **Print** in the Menu Bar.
 2. Select a **Report** using the Pull Down Arrow.
 3. Click on **Rows**.
 4. Select **Save Rows As**.
 5. Select the file format to be used, and click on **OK**.

1214 Roll Forward

- A. Allows the user to roll forward prior months' ending contract counts into the current month's beginning contract counts within each Carrier's Coverage Entry Screen. Also, recurring Premium Only Adjustments will roll forward to the next designated month.
- B. To activate the **Roll Forward Function**, do the following:

1. Click on **Options** and select **Roll Forward**.
2. Once the Coverage Pop-Up appears, highlight the month containing the data to be carried forward. Click on **OK**.
3. A window will appear in which you need to type the month (MM) and year (YYYY) you want to roll forward to. Click on **OK**.



4. Another message will appear stating that the *Roll Forward* has been completed.

1215 Back-Up

- A. This function will restructure the ETF database as well as store a copy of the database in the root directory of drive C. A backup should be performed each month after completing the creation of the export diskette and paper reports.
- B. Click on the **Backup** button, or select from the menu bar **Options** and select *Backup*. The **etf.db** and **etf.log** files will be rebuild to optimize performance, and are copied to the root directory of drive C. A window will pop-up displaying the progress of the backup.

1216 Generation of Paper Copies of Reports

- A. Local Health Insurance - Individual Carriers and, if applicable, Local Annuitant Health Insurance - Individual Carriers (i.e., Monthly Coverage Reports)
 1. Each Carrier for which you report Contracts for will result in the generation of a Local Health Insurance and Local Annuitant Health Insurance - Individual Carrier Report. A page break will appear after the totals are printed for the previous Carrier.
 2. Your *EIN, Group Number, Agency Number, Employer Name, Coverage Month/Year, Carrier Code, and Carrier Name* will appear on each page of the Report.
 3. The *Last Month* column represents the number of Contracts for each type of coverage (i.e., Single, Family, etc.) reported for the previous month.
 4. The **Number** and **Type** of Adjustments (i.e., *Additions, Deletions, Chg To* and/or *Chg From*) generated during the designated Coverage Month will be displayed.
 5. *Total Contracts* represents the sum of the previous month's Contracts by type plus or minus any Adjustments reported this month.

6. *Premiums* represents the number of contracts multiplied by the rate for each contract type.
7. **Total Contracts** is the sum of each type of Contract reported for the designated Carrier.
8. **Total Premiums** represents the sum of all *Premiums* reported for the designated Carrier.
9. **Employer Share** is the amount the employer contributes towards the *Premiums* for the Contracts reported for this particular Carrier.
10. **Employee Share** is the amount employees contributed towards the *Premiums* for the Contracts reported for this particular Carrier.
11. **Grand Total** is the sum of the **Employer** and **Employee Shares**, including any premium adjustments, reported for this particular Carrier.
12. **Total Adj** represents the sum of any premium adjustments due to when the Adjustment Contracts were reported for this Carrier.

Local Health Insurance - Individual Carriers Sample

Local Health Insurance - Individual Carriers

EIn	Group Number	Agency Number	Employer Name	Coverage Month/Year	Carrier Code	Carrier Name	Last Month	Additions	Deletions	Chg To	Chg From	Total Contr	Premiums
991000	70991	600991	MADISON, CITY	10 1996	15	DEANCARE							
				Sngl: 283	6	-2	1	-4	284	46,899.76	1021	Total Contracts	
				Fmly: 730	5	-1	4	-1	737	302,995.44	349,895.20	Total Premiums	
											350,698.13	Employer Share	
											2,152.29	Employee Share	
											352,850.42	Grand Total	
											2,955.22	Total Adj.	
Carrier Totals: 15													
						DEANCARE							
				Sngl: 283	6	-2	1	-4	284	46,899.76	1021	Total Contracts	
				Fmly: 730	5	-1	4	-1	737	302,995.44	349,895.20	Total Premiums	
											350,698.13	Employer Share	
											2,152.29	Employee Share	
											352,850.42	Grand Total	
											2,955.22	Total Adj.	

- B. Local Health Insurance - Adjustments and, if applicable, Local Annuitant Health Insurance - Adjustments (i.e., Monthly Additions, Changes and Deletions Reports)
1. If you report any type of Adjustment Contracts for a Carrier, Local Health Insurance and Local Annuitant Health Insurance - Adjustment Report will be generated. A page break will occur at the end of the Adjustments reported for each Carrier.
 2. Your *EIN, Group Number, Agency Number, Employer Name, Coverage Month/Year, Carrier Code* and *Carrier Name* will appear on each page of the Report.
 3. **Adj Type** represents the type of Adjustment (i.e., A for Addition; D for Deletion; C for Changes; and P for Premium Adjustment Only) being reported by subscriber.
 4. **Enrl Type** represents the reason for the adjustment being reported.
 5. **Emp Type** defines the subscriber's status (i.e. Local Employee, etc.).
 6. **Soc Sec No** is the subscriber's social security number.
 7. **Effc Dt** represents the date that the designated Adjustment Type took effect. The **Memo** field provides additional information to explain or identify the adjustment being reported for this subscriber.
 8. **Old Code** represents the type of Contract (i.e., 1 for Single; 2 for Family; 0 for None) previously held by the subscriber for Changes or Deletions.
 9. **New Code** represents the type of Contract (i.e., 1 for Single; 2 for Family; 0 for None) for Changes or Additions.
 10. **Begin MM/YY** represents the date the change in the subscriber's level of coverage (i.e., Single or Family) occurred.
 11. **End MM/YY** represents the date the change in the subscriber's level of coverage (i.e., Single or Family) ends.
 12. **Adj Amount** represents any premium adjustments which are the result of the timing associated with the reporting of an Adjustment.
 13. **Totals** represents the sum of the Adjustment Amounts reported for the Carrier.

- C. Local Health Insurance - Standard Totals and, if applicable, Local Annuitant Health Insurance - Standard Totals
1. If you report any contracts within the Standard Plan (01), Standard Plan II (02), or SMP (05), this report will be generated representing the sum total of all the amounts reported for these Carrier Suffixes.
 2. Your *EIN*, *Group Number*, *Agency Number*, *Employer Name*, and *Coverage Month/Year* will appear on the single page Report.
 3. The *Last Month* column represents the number of Contracts for each type of coverage (i.e., Single, Family, etc.) reported for the previous month.
 4. The **Number** and **Type** of Adjustments (i.e., Additions, Deletions, Chg To and/or Chg From) that were generated during the designated Coverage Month will be displayed.
 5. *Total Contracts* represents the sum of all previous month's Contracts by type plus any Adjustments reported this month.
 6. *Premiums* represents the number of contracts multiplied by the rate for each contract type.
 7. **Total Contracts** is the sum of each type of Contract reported for these Carrier Suffixes.
 8. **Total Premiums** represents the sum of *Premiums* reported for these designated Carrier Suffixes.
 9. **Employer Share** is the amount the employer contributes towards the *Premiums* for the Contracts reported for these particular Carrier Suffixes.
 10. **Employee Share** is the amount employees contributed towards the *Premiums* for the Contracts reported for these particular Carrier Suffixes.
 11. **Grand Total** is the sum of the *Employer* and *Employee Shares*, including any premium adjustments, reported for these particular Carrier Suffixes.
 12. **Total Adj** represents the sum of any premium adjustments due to when the Adjustment Contracts were reported for these particular Carrier Suffixes.

- D. Local Health Insurance - Alternate Totals, and if applicable, Local Annuitant Health Insurance - Alternate Totals
1. If you report any Contracts for participating HMO's, this Report will be generated representing the sum total of all the amounts reported for those Contracts depicting HMO coverage.
 2. Your *EIN*, *Group Number*, *Agency Number*, *Employer Name*, and *Coverage Month/Year* will appear on the single page Report.
 3. The *Last Month* column represents the number of Contracts for each type of coverage (i.e., Single, Family, etc.) reported for the previous month.
 4. The **Number** and **Type** of Adjustments (i.e., Additions, Deletions, Chg To and/or Chg From) that were generated during the designated Coverage Month will be displayed.
 5. *Total Contracts* represents the sum of all previous month's Contracts by type plus any Adjustments reported this month.
 6. *Premiums* represents the number of contracts multiplied by the rate for each contract type.
 7. **Total Contracts** is the sum of each type of Contract reported for the HMO Carriers.
 8. **Total Premiums** represents the sum of *Premiums* reported for the HMO Carriers.
 9. **Employer Share** is the amount the employer contributes towards the *Premiums* for the Contracts reported for the HMO Carriers.
 10. **Employee Share** is the amount employees contributed towards the *Premiums* for the Contracts reported for the HMO Carriers.
 11. **Grand Total** is the sum of the *Employer* and *Employee Shares*, including any premium adjustments, reported for the HMO Carriers.
 12. **Total Adj** represents the sum of any premium adjustments due to when the Adjustment Contracts were reported for the HMO Carriers.

- E. Local Health Insurance - Grand Totals, and if applicable, Local Annuitant Health Insurance - Grand Totals (i.e., Monthly Summary Reports)
1. This Report represents all the Contractual and Premium information for all the Carriers reported during the designated Coverage Month.
 2. Your *EIN*, *Group Number*, *Agency Number*, *Employer Name*, and *Coverage Month/Year* will appear on the single page Report.
 3. The *Last Month* column represents the number of Contracts for each type of coverage (i.e., Single, Family, etc.) reported for the previous month.
 4. The **Number** and **Type** of Adjustments (i.e., Additions, Deletions, Chg To and/or Chg From) that were generated during the designated Coverage Month will be displayed.
 5. *Total Contracts* represents the sum of all previous month's Contracts by type plus any Adjustments reported this month.
 6. *Premiums* represents the number of contracts multiplied by the rate for each contract type.
 7. **Total Contracts** represents the sum of all Contracts reported for all Carriers.
 8. **Total Premiums** represents the sum of *Premiums* reported for all Carriers.
 9. **Employer Share** is the amount the employer contributes towards the *Premiums* for the Contracts reported for all Carriers.
 10. **Employee Share** is the amount employees contributed towards the *Premiums* for the Contracts reported for all Carriers.
 11. **Grand Total** is the sum of the *Employer* and *Employee Shares*, including any premium adjustments, reported for all Carriers.
 12. **Total Adj** represents the sum of any premium adjustments for all Carriers due to when the Adjustment Contracts were reported.

Local Health Insurance - Grand Totals Sample

Local Health Insurance - Grand Totals for All Carriers

Ein	Group Number	Agency Number	Employer Name	Coverage Month/Year			Last Month	Chg		Total Contr	Premiums		
				Additions	Deletions			To	From				
991000	70991	600991	MADISON, CITY	10	1996								
							Sngl: 705	17	-4	0	-3	715	129,855.32
							Fmly: 1412	2	-3	3	0	1414	627,245.17
												2129	Total Contracts
												767,100.49	Total Premiums
												43,232.11	Employee Share
												718,292.06	Employer Share
												761,524.17	Grand Total
												4,423.68	Total Adj.